

**POSITION:** Water Production Operator II**DEPARTMENT:** Water - Source of Supply**WORK SCHEDULE:** 7:00 am to 3:30 pm, Monday through Friday. Hours may vary to include evenings, weekends and holidays.**STARTING HOURLY RATE:** \$10.8077**UNION GROUP:** Blue Collar**STATUS:** Regular Full-Time**OPENING DATE:** June 12, 2013**DEADLINE TO SUBMIT REQUIRED APPLICATION:** August 14, 2013

## WATER PRODUCTION OPERATOR II

### Definition and Distinguishing Characteristics

This is specialized work in the monitoring and control of a water production system on an assigned shift. Work involves monitoring and operating a remote-controlled, computer-assisted water production system. Work extends to performing inspections and minor maintenance tasks at well sites and covered reservoir sites.

Work is performed in accordance with computerized operating instructions, with the employee expected to monitor and control the system through the entering of commands and requesting of information using a computer terminal. Employees are expected to exercise independent judgment in altering operation configurations in accordance with established priorities and criteria, as well as using discretion and judgment in reacting to unusual or emergency situations. Work of this class involves some amount of actions, the consequence of which improperly performed would cause problems for the safety and convenience of the community. The work requires knowledges and skills that can be learned on the job, but only with supervisory participation. Employees exercise no supervisory responsibility and work free of immediate supervision. Employees do receive general supervision and technical guidance in the form of daily operating instructions from an immediate supervisor. Work is reviewed primarily in terms of analysis of computer printouts that monitor the operation of the system, as well as the timeliness and effectiveness of the implementation of operating instructions. Work involves working alone on evening and night shifts.

### Typical Examples of Work Performed

Monitors both a computer terminal and digital readouts on a system wide graphics board; monitors the operating status of water wells, the volumes of water being pumped, levels of water in covered reservoirs, etc.

Changes the operating configuration of the water production system by entering proper commands into a computer terminal; monitors to make sure that automatic operating changes are being implemented properly by the remote-control system.

Initiates the development of computer printouts designed to provide up-to-date operating statistics on the system, reviews statistics for any indications of problems.

Initiates self-correcting programs upon indication of system malfunctions; notifies superiors and other maintenance personnel when malfunctions cannot be corrected through computer instructions.

Monitors Utility Department radio, relays information to field units when necessary.

Changes chlorine bottles when required.

Makes field visits to well sites and reservoir sites, takes on-site readings from charts and gauges; performs preventive maintenance routines on pumps, valves, electronic and radio communication equipment, etc.

May assist maintenance personnel in major preventive maintenance tasks and in the repair of motors, pumps, chlorinators, and other related equipment associated with well sites and reservoir sites.

May be required to wear and use a respirator.

May drive City vehicles.

Performs related work as required.

### Knowledges, Skills and Abilities

Knowledge of the operating principles of a water production system comprised of deep artesian wells, pumping stations and covered reservoirs.

Some knowledge of the operation and preventive maintenance required by pumps, motors, and other related equipment.

Knowledge of the safety precautions necessary when working with chlorine.

Ability to learn to operate standard computer programs.

Ability to read charts, meters, digital printouts, and understand and relate their meaning to operating conditions.

Ability to keep detailed logs of operating conditions and trouble calls.

Considerable ability to follow instructions accurately and timely.

Ability to wear and use a respirator.

Ability to drive City vehicles safely and effectively.

Ability to maintain effective working relationships with fellow employees.

### Minimum Requirements of Education and Experience

Graduation from a standard senior or vocational high school, and two years' responsible work experience, preferably involving the operating of a computer terminal.

### Necessary Special Qualification

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and be insurable with the City's insurance carrier.

Must possess, or acquire within one (1) year from date of hire, and maintain a Level I Water System Operators certification issued by the State of New Mexico.

### Other Necessary Requirement

Must pass a post-offer pre-employment limited physical given by a City-designated physician.

**Must pass a post-offer pre-employment drug screen administered by a City-designated facility.**

### Desirable Special Qualifications

Possess and maintain a Level IV Water System Operator's Certificate issued by the State of New Mexico.

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT  
CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**